

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-F-006</b>	<b>SUBJECT: Section Credit Card System</b>
<b>ORIGINATION DATE: 9/15/99</b>	<b>ACCOUNTABILITY: Section Treasurer</b>
<b>APPROVAL DATE: 10/5/99</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 1 OF 3</b>

**1.0 OBJECTIVE**

- 1.1 The objective of this policy is to define acceptable use and application of credit card system utilized within the Section and its member units.

**2.0 RELATED POLICIES AND PROCEDURES**

- 2.1 None.

**3.0 SUPERSEDES**

- 3.1 MSP-F-006 approved 10/5/99

**4.0 SCOPE**

- 4.1 This policy is applicable throughout the Section. The Section Executive Board, its officers, and Section member units will use the Section's credit card system as described herein.
- 4.2 This policy is applicable to Subsections, Task Groups, special committees and other units of the Minnesota Section who may utilize the Section's credit card system services.

**5.0 TERMS AND DEFINITIONS**

- 5.1 Section: The term Section shall apply to all entities of the organization chartered as Minnesota Section 1203 - American Society for Quality.
- 5.2 Member Units: This policy refers to all organizations defined in Section 4.2 above.

**6.0 USE OF CREDIT CARD SYSTEM**

- 6.1 Charges acceptable for processing using the Section credit card system are:
- 6.1.1 Registration to classes organized by the Section Education Committee.
  - 6.1.2 Registration to Conferences organized by the Section
  - 6.1.3 Registration to Section sponsored special events where an individual member's registration expense exceeds \$15.00.
- 6.2 The Section Office Administrator will be the "responsible coordinate" for processing credit card charges and issuing credit system tracking accounts for committees using the Section credit card system.

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- 6.2.1 Conferences may utilize the credit card system with approval of the Section Treasurer. Conferences will be responsible for any credit charges incurred and for adhering to this policy in processing credit card transactions.
- 6.2.2 Credit card transactions must be accepted through the credit card system prior to attendance at a Section sponsored event.

**7.0 PROCEDURE**

- 7.1 Charges will be processed at the time they are received, unless there is evidence that the event may be canceled due to lack of enrollment.
- 7.2 Invoice Numbers
  - 7.2.1 Appropriate Minnesota Section invoice numbers shall be used.
- 7.3 Registrations to Section Education and Section sponsored events shall be coordinated through the Section Administrative Office.
  - 7.3.1 The Section Office Administrator will process credit card transactions, reconcile receipts and coordinate with the Section Treasurer to reconcile charges with actual receipts.
  - 7.3.2 The Section Office Administrator will furnish copies of transaction logs to the Section Treasurer to document receipts for reconciliation to bank account activity.
- 7.4 Registration to Conference Events shall be coordinated through the Section Administrative Office with the approval of the Section Treasurer.
  - 7.4.2 Conference Credit Card Transactions
    - 7.4.2.1 Conferences will provide a delegate to perform conference credit card transactions. The delegate is responsible to attend Credit System Training prior to use of the system
    - 7.4.2.2 Conferences will maintain conference income records.
    - 7.4.2.3 Conferences will supply Section-trained registration personnel to perform transactions.
    - 7.4.2.4 Conference registration personnel will process transactions in batches, making certain all daily transactions are completed at the day's end and before the credit equipment is shut down.

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7.4.2.5 Conferences will forward original tapes and batch slips from credit transactions to the Section Office for administrative reconciliation of charges. Copies of transactions may be used by the Conference for maintaining records and/or furnishing copies to the registrant.

7.4.2.6 All machine tapes, batch slips and equipment will be forwarded to the Section Office at the conclusion of registration.

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7.4.3 Section Administrator Responsibility

7.4.3.1 Section Office Administrator will train conference registration delegate in the use of credit card system and equipment.

7.4.3.2 Section office will maintain records of credit transactions through original tapes and batch slips from credit transactions.

7.4.3.3 Section office will verify batch and transaction slips match Reconciliation Notice.

7.4.3.4 Section office will furnish summary copy of charges and credits to Section Treasurer.

7.4.4 Section Treasurer Responsibility

7.4.4.1 Section Treasurer will verify receipt of funds transaction through ACH deposit record of Section Bank Account.

7.4.4.2 Section Treasurer will generate check request for funds to be issued to Conference less credit transaction fees using transaction summary of Conference Registration Credit Card activity.

7.4.4.3 Section Treasurer will issue check to Conference Treasurer for funds to be transferred from Section account receipts.

7.4.4.4 Section Treasurer will contact Credit Card banks if we do not receive payment in a timely matter.

**8.0 APPROVAL**

8.1 Approved by the Minnesota Section ASQ Executive Board:

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Section Chair

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Section Secretary

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Date

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